Welcome to the School of Nursing & Midwifery,

This guide provides important information regarding students’ clinical placement experiences in health facilities, practices and organisations.

Please keep in mind these key points:

**Patient care**

- Caring for patients/clients and maintaining their safety is the fundamental goal of each clinical placement
- All students are expected to care for male and female patients/clients
- Students are expected to work collaboratively with other staff and students

**Clinical experiences**

- At all times during a placement, students are supervised learners and must practice within the scope of practice according to their year of study
- Students are supernumerary (i.e. in addition) to staff employed within the healthcare facilities and are not paid during the clinical component of the program
- In 2016 credit for previous clinical hours will be considered when units are repeated within a 12-month period.
- Students will be supported during their clinical placement by their Registered Nurse (RN) and/or Western Sydney University facilitator.
- Students work under the supervision of a RN at all times.
- Students may be placed anywhere in the greater Sydney region, including Wollongong and Central Coast, on any shift, and during Western Sydney University vacation times.

**On completing the course**

Upon successful completion of the Bachelor of Nursing, Bachelor of Nursing (Graduate Entry) or Bachelor of Nursing (Advanced) Program, students are eligible to apply for registration with the Australian Health Practitioner Regulation Agency (AHPRA). For more information, please see the Australian Health Practitioner Regulation Agency [www.ahpra.gov.au/](http://www.ahpra.gov.au/).

We hope you will enjoy your clinical experiences over the next year

SoNM Western Sydney University - Clinical Directorate

Ms Sue Willis
Western Sydney University
School of Nursing & Midwifery
Director of Academic Program - Clinical
4th Jan 2016
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<td>Day-to-day clinical placement issues (e.g. enquiries about placement)</td>
<td><strong>Clinical Placement Team (CPT)</strong></td>
<td>Email enquiry to <a href="mailto:nursingclinical@westernsydney.edu.au">nursingclinical@westernsydney.edu.au</a> 02 4620 3609</td>
</tr>
<tr>
<td></td>
<td>You will receive a response to your enquiry within five working days.</td>
<td></td>
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<tr>
<td>Enquiries regarding course teaching and learning and clinical performance while on placement</td>
<td><strong>Deputy Director of Clinical Education (Professional Experience Teaching &amp; Learning)</strong></td>
<td><a href="mailto:l.hunt@westernsydney.edu.au">l.hunt@westernsydney.edu.au</a> 0427 927 882</td>
</tr>
<tr>
<td></td>
<td><strong>Ms Leanne Hunt</strong></td>
<td></td>
</tr>
<tr>
<td>Enquiries regarding student summaries, levies, special requirements, and 'at risks'</td>
<td><strong>Deputy Director of Clinical Education (Student Management)</strong></td>
<td><a href="mailto:miranda.daly@westernsydney.edu.au">miranda.daly@westernsydney.edu.au</a> 0427 927 882</td>
</tr>
<tr>
<td></td>
<td><strong>Ms Miranda Daly</strong></td>
<td></td>
</tr>
<tr>
<td>Academic issues, AIPs and clinical grades affecting academic progression:</td>
<td><strong>Director of Academic Program (Clinical)</strong></td>
<td><a href="mailto:s.willis@westernsydney.edu.au">s.willis@westernsydney.edu.au</a> 0449 253 650 02 4570 1988</td>
</tr>
<tr>
<td></td>
<td><strong>Ms Sue Willis</strong></td>
<td></td>
</tr>
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</table>

Consultations will be available by appointment as necessary

⚠️ Changes to the above information will be displayed on the clinical vUWS site
Clinical placement

Overview

Do I have to attend clinical placement?
Yes. Clinical placement is a compulsory component of all Bachelor of Nursing programs that lead to registration in Australia and is located within specific units within the course.

When do I go?
- Dates for clinical placement are advertised in advance on the clinical calendar on vUWS site
- Each unit’s clinical placement will be in at least two rounds. The first round is scheduled during session as outlined in the clinical calendar. The second and subsequent rounds occur during intra session and inter session breaks
- All students need to ensure they are available for the scheduled placement – it is a requirement of the course. Students will need to organise child care and work to attend placement

What times of the day will I be placed?
Students may be allocated to morning (AM) or afternoon (PM) shifts. Morning shifts usually start at 7am and evening shifts can finish at 10.30pm. Each shift is 8.5 hours long (including 30 mins meal break) and you cannot leave early or start late.

Where will I be placed?
Students may be placed anywhere on the Sydney Metro areas. Interstate placements are arranged separately as required.

Can I arrange my own shifts?
No. Students cannot negotiate or vary their allocated placement with facility staff or facilitators. All placements are booked and managed by the Clinical Placement Team (CPT). Please contact the CPT in the first instance with your enquiry.
Students in their final unit of clinical (PPE6) have different guidelines (please see the section).

What else do I need to know?
There are NSW Health special requirements that must be met before undertaking placements (see next section).
You are expected to comply with Work Health and Safety requirements and local hospital policies e.g. correct footwear, no jewellery or bracelets.

Note
- Clinical placements in NSW are extremely competitive for available places and facilitation support
- The School uses the NSW Health Clinical Placement System (ClinConnect) for public hospital requests and there is little flexibility in the system. Places have to be requested 6 months in advance and there are limitations to when and where we can swap students
- Placement is allocated using the InPlace software system. When place you are sent an automated email asking you to log into InPlace to review your allocation. You can also review your clinical placement history and check your verification status.

http://www.westernsydney.edu.au/nursingandmidwifery/sonm/students/clinical placement

Preparation for clinical placement

Please read the following important information.

1. Special requirements for the Ministry of Health (NSW)
The Ministry of Health (NSW) will not allow any student to attend a clinical placement unless the following special requirements have been met. http://www.heti.nsw.gov.au/verification

⚠️ It’s a student’s responsibility to ensure all Ministry of Health and facility special requirements are met in full before attending placement
On enrolment

Every student should
1. Complete a Student Undertaking form (to notify changes in criminal history)
2. Complete the Commission for Children and Young People Student Declaration (CCYP) on enrolment only.
3. Read and sign the Ministry of Health Code of Conduct
4. Commence immunisations
5. Apply for a National Police Certificate (NPC) (criminal record check)

Every student should also refer to the inherent requirements available at www.Western Sydney University.edu.au/inherent requirements as they are needed to complete the course. See p. 34 for more details.

⚠️ It takes around 6 months to complete all vaccination requirements. Start early!

Before attending first placement

Ensure you are fully verified in ClinConnect (review your InPlace record) by attending a bulk compliance check by doing the following:

- Complete Form 2: TB Screening form
- Complete Form 3: Student Undertaking Declaration form (about immunisation protection)
- Obtain evidence of protection against the specific diseases (vaccination card)
  - dTpa (Adult Diphtheria, Tetanus and Pertussis)
  - Hepatitis B
  - Measles, Mumps and Rubella (German measles)
  - Varicella (Chicken Pox)
  - TB screening if applicable
  - Serology (blood results)
- Submit National Criminal History Record Check (NPC) at Student Central
  - Students must advise the CPT if there are discloseable outcomes on their NPC. Students must then also undertake a risk assessment by the Ministry of Health (more details p. 12)
- Submit Senior First Aid Certificate at Student Central
- Have a WESTERN SYDNEY UNIVERSITY School of Nursing & Midwifery student clinical uniform and appropriate shoes

What you need to take to bulk compliance checks

- Immunisation card with attached blood results (serology)
- National Police Certificate without disclosures or a clearance card/letter
- UWS student ID card
- Code of conduct form (completed and signed) AND a copy
- Form 2: TB Screening form AND a copy
- Form 3: Student Undertaking Declaration form AND a copy
- International students only – in addition to the above you will need the original and a copy of:
  - a criminal record check with an authorised English translation from your home country and any country you have resided in
  - OR
  - a statutory declaration signed by a Justice of the Peace

⚠️ If a student doesn’t comply with the special requirements they can’t be given a placement

Where can I find more information?

1. The SoNM Clinical vUWS site, and InPlace
2. UWS Special requirements - www.uws.edu.au/specialrequirements
5. Ministry of Health - Student information kit for immunisation  

Additional requirements for international students
For criminal checks please refer to the guidelines at:  

Adult vaccination record card
NSW Health requires that ALL nursing students who enter their facilities have evidence of current immunisation or vaccination against specific infectious diseases. This evidence is supplied on the Adult vaccination record card (available from Student Central). Refer to Figure 3.1 (p.10) for details.

What diseases do I need protection against?
- Diphtheria, Tetanus and Pertussis (Whooping cough)
- Hepatitis B
- Measles, Mumps and Rubella (German measles)
- Varicella (Chicken Pox)
- TB screening if applicable

How do I know I am protected?
1. Obtain a vaccination card from Student Central. It will have a Student information kit enclosed. This can also be found at www.uws.edu.au/specialrequirements
2. Download a copy of the GP letter from the clinical vUWS site in the Special requirements/immunisation folder
3. Read the information then take the documents (kit and letter) to a GP (Medical Practitioner) who must also read the information
4. Read the Ministry of Health policy PD2011_005 on the clinical vUWS site in the Special requirements/immunisation folder for more details
5. Obtain the appropriate vaccinations and blood results (serology) from your GP according to the information given above
6. Students only need TB screening if they were born in a high risk country or spent longer than 3 months in total there. See the documents provided on the clinical vUWS site in the Special requirements/immunisation folder to find the high risk countries and where to get a TB screening
7. If the TB TST (Mantoux) test is positive and clinic staff tell you to have a chest X-ray, this must be done within 3 months of the TST. Attach X-ray results to the vaccination card.

Each disease has a different type of evidence of protection. See Figure 3.1, p. 10.

Note
- All students must have a dTpa vaccination (NOT ADT), even if they had a childhood vaccination for pertussis
- Any previous disease/s must be documented (doctor to write details of disease and dates on card)
- All students need to complete Form 2, which is assessed by staff to see if they need TB screening (a TST [Mantoux] test, even if born in Australia. A chest X-Ray is not accepted as evidence of screening
- For frequently asked questions go to the clinical vUWS site

How do I know my vaccination card is correctly completed?
The GP/Practice Nurse must have completed the following for each vaccination given:
- date given
- batch number or sticker of vaccine given
- signature of person administering the vaccine
- GP practice stamp next to signature
- serology results given – writing ‘immune’ is not satisfactory
- all serology (blood) results attached to card even if the results are written on the card
If any of this information is not provided, your evidence may not be accepted by the health facility checker. A student checklist is available on the clinical vUWS site to assist students.

**Note**

If a vaccination was given over a year ago and no batch number was recorded this may not be accepted. It is advisable to have serology as evidence of protection. All recent vaccinations must have a batch number or sticker.

### Where can I get TB screening if I require it?

GPs do not usually do TB screening (unless specially trained)

2. Take your vaccination card to the appointment – you will also be charged a fee

For any questions regarding TB screening please ring the public health unit for advice

### What if I can’t be immunised?

- If you are unable to be immunised (e.g. if you are pregnant) you should attend the bulk compliance checks with your documents and seek advice as to whether you will be allowed to be placed
- Any delay in achieving full compliance may interfere with your progression in the course and increase the length of time it takes to complete the course
- Please notify the Clinical Placement Team as early as possible at nursingclinical@westernsydney.edu.au if you **cannot** be immunised so your placement can be used for someone else
- For students who cannot be immunised due to medical reasons, please contact the Director of Academic Program (Clinical) for advice

### Immunisation forms required

1. Form 2: TB screening form
2. Form 3: Student undertaking/Declaration form

**Note**

- These forms are part of the policy PD2011_005, which states that students must submit these two forms to the University's clinical placement coordinator before clinical placement or the student will NOT be allowed on placement. You are to present these forms at the bulk compliance check sessions.
- If you are given **temporary compliance** by hospital staff then you MUST complete all your immunisation requirements by the expiry date given to you by the hospital staff or UWS ClinConnect coordinator (Debra Plumb) otherwise your status becomes not verified and you cannot be placed. Figure 4.1: Evidence of protection against specific diseases
# INFORMATION SHEET 2. – Checklist: Evidence required from Category A applicants

Evidence required to demonstrate protection against the specified infectious diseases

1. Acceptable evidence of protection against specified infectious diseases includes:
   - a written record of vaccination signed by the medical practitioner, and/or
   - serological confirmation of protection, and/or
   - other evidence, as specified in the table below.
   - NB: the health facility may require further evidence of protection, eg serology, if the vaccination record does not contain vaccine brand and batch or official certification from vaccination provider (eg clinic/practice stamp).

2. **TST screening** is required if the person was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with a high incidence of TB, as listed at: [http://www.health.nsw.gov.au/immunisation/pages/default.aspx](http://www.health.nsw.gov.au/immunisation/pages/default.aspx).

3. In certain specialized clinical settings, for example, in transplant, oncology or neonatal wards, the health facility may require serological evidence of protection (in addition to evidence of vaccination or other evidence) to ensure that the risk to vulnerable patients is minimized.

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<th>Documented serology results</th>
<th>Other acceptable evidence</th>
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<td>Diphtheria, tetanus, pertussis (whooping cough)</td>
<td>One adult dose of diphtheria/tetanus/pertussis vaccine (dTpa). Not AFT.</td>
<td>Serology will not be accepted</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>History of completed age-appropriate course of hepatitis B vaccine. Not &quot;accelerated&quot; course.</td>
<td>Anti-HBs greater than or equal to 10 mIU/mL</td>
<td>Documented evidence of anti-HBs, indicating past hepatitis B infection</td>
</tr>
<tr>
<td>Measles, mumps, rubella (MMR)</td>
<td>2 doses of MMR vaccine at least one month apart</td>
<td>Positive IgG for measles, mumps and rubella</td>
<td>Birth date before 1966</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>2 doses of varicella vaccine at least one month apart (evidence of one dose is sufficient if the person was vaccinated before 14 years of age)</td>
<td>Positive IgG for varicella</td>
<td>History of chickenpox or physician-diagnosed shingles (serology if uncertain)</td>
</tr>
<tr>
<td>Tuberculosis (TB)</td>
<td>See note 2 above for list of persons requiring TST screening</td>
<td>Not applicable</td>
<td>Tuberculin skin test (TST)</td>
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Note: interferon-gamma release immunocassay (IGRA) is not generally accepted. In the event that an IGRA has been performed, screening by TST will be required if the IGRA result is negative or equivocal.

Persons with positive TST/IGRA must be fully assessed by a TB service within 3 months of commencement of clinical duties or clinical placement and must be asymptomatic when commencing clinical duties or clinical placement.

**Influenza**

Annual influenza vaccination is not a requirement, but is strongly recommended

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National Police Certificate

A National Criminal History Record check is required before any placement can be undertaken and evidence of clearance must be taken to the bulk compliance check. The criminal check is called the National Police Certificate (NPC).

1. Complete the National Criminal History Record check online application form
2. Organise your payment.
3. Print off the form and make an appointment at your local police station to submit the form.
4. When you have received your certificate, you need to:
   a. submit it to Student Central and
   b. have it loaded to your ClinConnect profile at a Bulk Compliance day or update as per the instruction available on vUWS site ‘Updating your verification’

Tips for completing the form
Purpose of check
• tick ‘Name and date of birth check’
• tick ‘Occupation’ and write ‘STUDENT PLACEMENT’ in the details box
Consent
• put your home address as the Certificate will be sent to you

If you have disclosable outcomes on your NPC you MUST notify the Director of Academic Program (Clinical) [details p.6], as soon as possible as per Ministry of Health guidelines for tertiary institutions (address below). You will be required to undertake a Risk Assessment to determine if you can be given clearance to be placed in a health facility.

What happens if I am charged with an offence after I have received my National Police Certificate or Clinical Placement?

You must contact the Employment Screening and Review Unit on 02 8848 5175 within 7 days of being charged or convicted. If you are subject to criminal charges or convictions you must NOT attend any clinical placement in NSW Health facilities until you have been subject to a risk assessment by the Employment Screening and Review Unit—NSW Health. You must also contact the Clinical Placement Team on nursingclinical@uws.edu.au within 7 days of any criminal charges or convictions. Your information will be kept confidential.

Refer to the policy on the clinical vUWS site and the following website for details:

Other forms required
• Code of Conduct form (completed and signed) available on the clinical vUWS site or at

You must take your documents to EVERY placement

Other clinical placement requirements

First Aid certificate
• You need a current Senior First Aid certificate for the entire duration of your course (obtain before second semester)
• Show the certificate to Student Central for recording on your student file

Western Sydney University student ID

NSW Health states that all students must wear university identification whilst on placement but NOT on lanyards (the long cords worn around necks). A holder for student ID is available from UWSConnect or stationery shops.
Correct uniform

- Only correct and complete uniform can be worn. All students are required to wear the designated Western Sydney University nursing uniform (unless otherwise approved) and to have a professional appearance at all times.
- If students are under financial hardship, they are advised to seek assistance from Student Welfare as the full designated uniform is mandatory for placement. (see www.uws.edu.au/welfare)
- No variation of the uniform policy will be accepted without written permission from the Director or Deputy Director of the Clinical Directorate.
- Students with uniform restrictions must complete a Uniform exemption form (on vUWS) and submit to the Clinical Placement Team at least three weeks before their clinical placement.
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- Students with uniform restrictions must complete a Uniform exemption form (on vUWS) and submit to the Clinical Placement Team at least three weeks before their clinical placement.
- UWS nursing uniform is available from UWSConnect Shops
- No variation of the uniform policy will be accepted without written permission from the Director or Deputy Director of the Clinical Directorate.
- Students with uniform restrictions must complete a Uniform exemption form (on vUWS) and submit to the Clinical Placement Team at least three weeks before their clinical placement.
- Students must also maintain a high level of personal hygiene at all times.

2016 will see the introduction of new uniforms. It is not expected that all students replace the existing uniforms they are currently using. New Western Sydney University logo stock will be available Feb 2016.

Western Sydney Uniform Female Nursing Uniform:
UWS Red/Blue trim Polo shirt with logo OR New Western Sydney Red & White trim Polo shirt with logo
UWS Red/White stripe fitted shirt OR New Western Sydney University short sleeve shirt with logo or Western Sydney Tunic with logo

WITH
Black dress/tailored trousers
UWS Navy skirt or New Western Sydney University skirt or culottes (long shorts)
Black duty shoes (fully enclosed shoes are mandatory)
Beige/natural stockings (worn with skirt and culottes) – no coloured stockings, tights, or socks permitted.
Navy or black socks to be worn with trousers; socks are NOT to be worn with skirt.

Western Sydney Uniform Male Nursing Uniform
UWS Red/Blue trim Polo shirt with logo OR New Western Sydney Red & White trim Polo shirt with logo
UWS Red/White stripe fitted shirt OR New Western Sydney University short sleeve shirt with logo or Western Sydney Tunic with logo

WITH
Black dress/tailored trousers
Black duty shoes (fully enclosed shoes are mandatory)
Black socks to be worn with trousers.

Uniform Variations:

Cultural and Religious Uniform Variations

Only students observing cultural and religious practices are permitted to wear the following additional items:
• Long-sleeved, cotton Black ‘skivvy’ to wear under all approved uniform shirts. Students will be required to roll the sleeves up when performing clinical procedures and to maintain asepsis in all areas.
• Headwear: Plain Black or white head covering/hijab as necessary.

Pregnancy – Uniform Requirements
• Request a uniform exemption from the Director of Academic program- Clinical
• Red collared short-sleeved shirt in place of top (close in colour to the official uniform)
• Black trousers in place of UWS or Western Sydney University trousers (no cargo pants or jeans)
• Black duty shoes (fully enclosed shoes are mandatory)
• Black socks

Dress Code for Clinical Placements “Requiring Western Sydney University Uniform”

<p>| Size | In order to prevent embarrassment the uniform should allow for freedom of movement when undertaking all clinical activities e.g., Stretching, bending and reaching, etc. Tight uniforms are not appropriate and need to altered/replaced to maintain a professional standard of dress code. |
| Length | Skirt uniform – knee length. |
| Hair | To adhere to Infection Control Guidelines hair must be neat at all times and off the collar. Students with long hair must wear it up; long ponytails are not acceptable. Long tendrils need to be secured with pins. Male students clean shaven or well-groomed short beards and moustaches. |
| Nails | To adhere to Infection Control Guidelines fingernails must be short, clean and without nail polish. Students who attend placements with long fingernails and nail polish will be required to cut and clean nails. Acrylic, false or gel nails are NOT permitted due to infection control issues. Students will be required to remove nails. See NSW Health Infection Control Guidelines: <a href="http://www.health.nsw.gov.au/policies/pd/2007/PD2007_036.html">http://www.health.nsw.gov.au/policies/pd/2007/PD2007_036.html</a> |
| Jewellery | To adhere to Infection Control Guidelines wedding rings and one pair of plain studs/sleeper earrings are acceptable. NO other jewellery is permitted i.e. Multiple studs, rings etc. No body jewellery or any other visible skin piercings are acceptable. A clear spacer only may be used. |
| ID | UWS /Western Sydney University Student ID must be displayed at all times. |
| Equipment | Nurse’s watch with a sweep second hand must be available for recording vital signs, and not worn on the wrist. A black ball-point pen, surgical scissors, stethoscope (available in kits on campus) and a small notepad are essential requirements. A small pocket calculator is advisable. It is suggested that all equipment be labelled clearly with the student’s name. |
| Other Items | Students are not permitted to wear cardigans, blazers or jackets of any colour when undertaking formal clinical care. Cardigans and vests may be permissible on duty in some placements with approval of Facilitator/Nurse Unit Manager when not engaged in patient care. Multi-coloured items e.g. T-shirts, singlets, underwear and other apparel that are visible under the uniform are not acceptable. These additional items are to be removed once in the patient care area. |</p>
<table>
<thead>
<tr>
<th>Footwear</th>
<th>All students are required to wear correct fully enclosed duty shoes (that meet WHS requirements) for clinical placement. Reeboks, joggers, sandshoes, sneakers, gym shoes, sandals, slippers, ballet shoes, etc. <strong>are NOT acceptable.</strong></th>
</tr>
</thead>
</table>

**Dress Code for Placements That Stipulate “No Uniform but Smart Professional Attire”**

<table>
<thead>
<tr>
<th>Dress Code</th>
<th>Professional appearance must be maintained at all times. No bare-midriff, tight or revealing clothes; Skirts and dresses to be mid-knee length. No T-shirts or jeans. If trousers or slacks are worn, they should be tailored (clothing with frayed areas are not to be worn). No Shorts or jeans. No Reeboks, joggers, sandshoes, sneakers, gym shoes etc. Collared shirts are to be worn. Polo shirts are acceptable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair, nails, jewellery, ID</td>
<td>These requirements are the same as above. A professional standard of appearance is to be maintained.</td>
</tr>
</tbody>
</table>

4 Jan 2016
DURING
CLINICAL PLACEMENT

• Professional responsibility

All students must prepare for their clinical placement experiences.

It is a student’s responsibility to attend on-campus learning sessions before undertaking clinical procedures. Clinical practice unit sessions should be utilised to refine skill competence and all students are encouraged to practice regularly in the clinical practice units as a self-directed initiative to prepare for clinical placement.

- Do not undertake nursing procedures beyond your level of learning or boundary of practice (see clinical portfolio)
- Students are accountable and responsible for all clinical placement activities
- Students must contact the clinical facilitator if they:
  - Feel pressured to carry out a task or procedure that they have not been prepared for
  - Are asked to participate in an activity or procedure they believe is being carried out inappropriately

If the facilitator is not available for advice, contact the Deputy Director of Clinical on 0427 927 882

• Safety procedures

Safety for the patient, the student and others has the highest priority during clinical placement.

- Compliance to Work Health and Safety requirements is essential at all times.
- Risk minimisation is an important part of clinical practice and students need to ensure that appropriate strategies are in place.
  - Wear designated uniform and footwear
  - Take appropriate protective eye wear to clinical placement
  - Utilise protective wear/equipment as supplied by facilities e.g. gloves, plastic aprons.
  - Lift devices must always be used where required.
- In the event of an incident or accident, the policies and below procedures need to be undertaken http://policies.uws.edu.au/view.current.php?id=00081

Injury or accident procedure

- Attend to safety issues as a first priority
- Inform the Registered Nurse in charge and notify your facilitator as soon as possible. If there is no facilitator, inform the Deputy Director of Clinical Education on 0427 927 882 or, if unavailable, the Director of Academic Program (Clinical) on 0449 253 650
- Facility protocols for reporting the incident/accident should be followed at the direction of facility staff. The School’s incident form is given in Appendix 1, p. 34

The action taken will depend upon the nature of the injury/accident and the facility requirements. If an injury has been sustained, you are required to seek medical attention in either the Emergency Department or with your own doctor as soon as possible following the event. Your facilitator, facility staff or Deputy Director will give advice as required.

Needle-stick/sharp injury or blood/body fluid exposure procedure

- Wash the exposure site with soap and water
- If eyes are contaminated, rinse them while they are open, gently but thoroughly with water or normal saline
- If blood or other body substances get in the mouth, spit them out and then rinse the mouth with water several times
• If clothing is contaminated, remove clothing and shower if necessary
• Inform an appropriate person (such as your RN or facilitator) to ensure that necessary further action is undertaken
• Where water is not available, use of a non-water cleanser or antiseptic should replace the use of soap and water for washing cuts or punctures of the skin or intact skin

[Extract from DoH policy PD2005_311, Section 3 (no page number)]


Students must notify their facilitator/RN as soon as possible. The facilitator/RN will investigate the facility’s procedure for exposure/injury and advise of the process to follow. Students should attend the Emergency Department or Staff Health Clinic (if deemed necessary). The Medical Officer or Counsellor will determine whether the student has sustained a low or high-risk exposure.

• Report the incident to the Deputy Director Clinical Education (or Director
• Complete the facility and university incident/accident reports
• Your facilitator is available to attend any meetings with you at your request during placement

For specialist information call the NSW Health needle-stick/other exposure hotline on: 1800 804 823 (Toll Free 24 Hour on call service)

Unsafe situation or adverse event/incident procedure
The procedure to follow will depend upon the situation. This may be a situation such as harassment, stalking or an event that endangers a patient or a student. Immediate reporting of the event is essential and students must seek assistance. People who can provide immediate assistance are the UWS facilitator, the allocated Registered Nurse (RN), the Nurse Unit Manager (NUM), Education Manager, and Security Personnel at the facility, or Director/Deputy Director of Clinical Education (0427 927 882) and the unit coordinator.

• Notify the UWS facilitator / Director/ Deputy Director Clinical Education
• The NUM/ RN is to be informed of the event by facilitator/student
• The facilitator will follow facility protocols (depends on the event) and advise the students of any actions they need to undertake
• The issue will be examined and strategies will be put in place to support students and to follow up issues/ outcomes (Deputy Director Clinical Education/ Director will investigate and action). Write your own version of the event as soon as possible as it may be required for the investigation.
• Incident forms (facility and University) are to be completed and submitted as per the instructions on the form.

Manual handling procedures
• It is a student’s responsibility to ensure that they are familiar with safe lifting techniques and the NSW Health Manual Handling policy before going on clinical placement
• Students must be assessed by their facilitator/RN as competent to use lifting equipment (where available) before its use
• Attendance at Clinical Practice Unit sessions is essential for this and all other WHS (OH&S) skills development before clinical placement. See NSW Health for updates on manual handling and related policies: http://www.health.nsw.gov.au/policies/pages/default.aspx.

Administration of medications policy
• The supervising RN (Division 1) must countersign all documentation involved in the administration of medications by the student
• You must NOT be supervised by Endorsed Enrolled Nurses while administering medications
• You can only administer medications after the relevant theoretical input and Clinical Practice Unit (CPU) demonstration and practice
• In some facilities clinical facilitators are additional persons to the medication administration and will not be able to undertake medicine administration unless a ward RN is present

Other knowledge critical to medication administration
• Numeracy, formulae and drug calculations
• Drug action/s and possible side effects prior to administration (an appropriate pharmaceutical guide, e.g. MIMS, must be consulted prior to administration)

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All nursing students and registered nurses must comply with the policies and legislation regarding medication administration to protect the public.

Policies include:

- Pharmaceutical Publications

Note

- All students are legally responsible for the medications they administer. An error in the administration of a medication that causes harm to an individual may be the basis for an action in civil negligence, criminal negligence or professional disciplinary action.

⚠️ Students must be directly supervised by a Registered Nurse (division 1) in all health care contexts and at all times throughout the entire procedure of medication administration

• Routes and type of medications that can be administered according to year of study

Year 1

Before the end of Spring session, students will learn basic principles associated with the safe administration of medications via the oral, topical, intramuscular, subdermal and subcutaneous routes.

You may observe medication administration and take the opportunity to familiarise yourself with common drugs and administration techniques but you cannot administer any medications or IV therapy.

⚠️ No first year student is allowed to administer medications during clinical placement

Year 2

Students are expected to focus on increasing skills and confidence in medication administration and pharmacological knowledge. Students are required to develop a responsible attitude to the administration of medications.

- Clinical placement experience

Second year student nurses may, under the direct supervision of a Registered Nurse, administer

- oral medications
- intramuscular injections
- subdermal injections
- subcutaneous injections
- rectal medications in adults only
- Schedule 8 medications where hospital policy allows
- administration of blood products – under supervision of the Registered Nurse and appropriate other health professionals
- management of an IV infusion where hospital policy allows

Note

These may only be attempted after students have attended the appropriate lecture/ demonstration/ practice on campus.

⚠️ Under no circumstances are Year 2 students to administer any intravenous injections, even if requested to do so under the supervision of a registered nurse (Div.1)
Year 3

Students are expected to have developed an acceptable level of competence and accuracy with regard to medication administration. Students are permitted to undertake practices for which they are educationally prepared, under the close supervision of a Registered Nurse (Division 1).

Clinical practice experience

Student Nurses, under the direct supervision of a Registered Nurse (Division 1) may administer

- oral medications
- intramuscular injections
- subdermal injections
- subcutaneous injections
- rectal medications in adults only
- schedule 8 medications (where hospital policy allows)
- intravenous medications (where hospital policy allows)
- additives to an intravenous infusion (where hospital policy allows)
- infusion pumps or rate-limiting devices (where hospital policy allows)
- IV Bolus (where hospital policy allows)
- schedule 8 medications (where hospital policy allows)

The NSW Ministry of Health (2001) requires that student nurses may administer intravenous medications ‘only under the direct supervision of a Registered Nurse’ (p.53). Students may administer Schedule 8 - IV medications under the supervision of one Registered Nurse (division 1) and an authorised witness (e.g. an RN or EEN).

S8 drugs - All three persons, i.e. the student and both RNs must sign any relevant documentation.

Note

This may only be attempted after students have attended the appropriate lecture/demonstration/practice on campus.

Special notes on the administration of Schedule 8 and intravenous medications

Year 1

Nursing students must NOT administer any medications and must not interfere with IV therapy, such as changing flow rates or IV pump settings. No stopping/starting of a pump or disconnection of tubing can occur unless under the direct supervision of a RN.

Year 2 and Year 3

Year 2 and 3 nursing students may administer Schedule 8 medications under the direct supervision of an accredited registered nurse/s AND have undergone the appropriate education on-campus. The supervising Registered Nurse (RN) may be a RN who is employed at the health care facility or a university facilitator (who is a RN). This policy is dependent on local facility protocols.

When a student administers a Schedule 8 or IV drug, the supervising RN is the authorised person of administration of the Schedule 8 or IV medication (even though the student is performing the actual act of giving the patient the medication).

Additionally, there must be another competent health professional (that is, a third person) present to witness the entire process. The witness should be a RN or an Endorsed Enrolled Nurse (EEN), as long as that EEN is fully familiar with the procedure and understands the legal responsibilities of the role as witness.

A student may either act as an observer or be a part of the process of administration of a Schedule 8 or IV drug by a registered nurse and a witness. Balance checks of ward Schedule 8 stocks by a registered nurse and a student also require the presence of another competent person as witness. During administration of a Schedule 8 drug it is a breach of NSW Health policy to administer a Schedule 8 medication with only one supervising Registered Nurse present.
Schedule 8 drug register ward entries are to be signed by the registered nurse and the witness (that is, the two hospital staff members or a university facilitator plus a hospital staff member). The involvement of a student in the transaction should be recorded by entering a note at the foot of the page, asterisked to the entry, stating the role of the student. This note should be signed by the supervising registered nurse and the student. Hospital policies and procedures take precedence. Information supplied by the Pharmaceutical Services Branch, NSW Department of Health. For further information, contact the Duty Pharmacist on 9879 3214.

Administration precautions

- **Student nurses must NOT administer medications via the epidural route at any time.**
  Only those registered nurses that have ‘completed appropriate education and training and be accredited to administer medication via this route’ (NSW Ministry of Health, 2013, pp. 79-80).

- **Student nurses must NOT initiate and administer a Nurse-initiated medication.**
  Only registered nurses may administer Nurse-initiated medication. It is important for nursing staff to remain aware that minor ailments may be symptoms of more serious diseases, or they may be adverse reactions to medication already prescribed. Nurse initiated medications may also interact with the patient’s prescribed medication (NSW Ministry of Health, 2013, p. 75).

- **Student nurses must NOT receive emergency telephone orders for medications.**
  Students may act as the second person to who the prescriber repeats the order. ‘The person who receives the telephone order should either be a Registered Nurse, Medical Officer or Pharmacist’ (NSW Ministry of Health, 2013, p. 22).


All students must be directly supervised by a Registered Nurse (Division 1) throughout the entire procedure of medication preparation and administration

The RN must not leave the student during the procedure at any time

Students must have researched the medication (e.g. in the MIMS) before patient administration

All healthcare facilities’ policy guidelines must be adhered to regarding administration of any medication and must be countersigned by an RN

RNs must not ask students to administer a medication without their presence

Students are to contact the facilitator if there are any breaches to these policies

Where medication policies differ from information in this guide, students must adhere to NSW Health Policy and the Facility policy

Privacy and other guidelines

All students must act within the required codes of conduct and legal guidelines for the nursing profession, for example,

- Privacy and confidentiality
- Respect for others
- Work Health and Safety matters (WHS), such as standard precautions

These policies can be found at the following websites:

All nursing guidelines related to ethics, competency standards, and professional boundaries

The Nursing and Midwifery Board of Australia

Information regarding university staff and other students must also be treated in the same professional manner. Please refer to university policies

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Privacy, confidentiality and respect (code of conduct)

- Any information regarding a patient’s/client’s condition or progress must be regarded as confidential information.
- Discussion of this information should not occur outside formal areas. This means discussion in the dining room, on public transport, at home or at any other location is inappropriate and breaks confidentiality.
- Students are not permitted to capture narratives, photos, or dialogue of clinical experiences using any form of information communication technology or social media (e.g. Facebook, Twitter, blogs etc).
- Maintaining confidentiality is part of the code of conduct, which students sign prior to placement.

Students are advised to review knowledge about privacy and respect before clinical placement as it is part of the Nursing and Midwifery codes of ethics.

Information and Privacy Commission NSW

Student learning issues

Learning outcomes

To meet learning outcomes, students must be aware of the following:

- Patient care is the foremost clinical activity on each and every placement.
- Boundaries that may limit student experiences, such as level of study.
- Students are not permitted to change wards/facilities without approval of the Clinical Placement Team as the places have been pre-booked with the hospital. Your facilitator is not allowed to change wards/shifts on your behalf.
- Experiences on clinical placement will vary according to the availability of wards and speciality areas, such as different models of care, staffing ratios, skill mix and learning experiences.
- Every effort is made to ensure students have an optimum learning experience during clinical placement, however, students are encouraged to make use of opportunities available in their ward/unit during placements.

Students must provide care according to patient needs utilising the nursing model adopted by the ward. Learning opportunities need to be identified within the clinical learning environment without harm to patients. During each clinical placement students are required to meet three sets of learning outcomes that form part of the clinical learning experience.

1. Learning outcomes for each clinical placement

- Progressively learning from first to third year
  - Develop an understanding of the concepts of health promotion, health, and health breakdown
  - Demonstrate responsible, ethical, accountable, safe and effective nursing care according to the ANMC Competency Standards
  - Demonstrate ability to work as a member of a team through working in partnership with the clinical facilitator, the Registered Nurse/s, health care team and others
  - Describe of the roles and functions of all other members of the health care team and the key role of the Registered Nurse within this team
  - Develop skills in enquiry, critical thinking and reflective practice, drawing upon knowledge from multiple sources including learning associated with the strands of professional nursing and midwifery practice, theory and science
  - Demonstrate time-management skills
  - Effectively and accurately communicate verbally with all members of the health care team, support personnel, patients and families
  - Accurately communicate information through documentation, written reports and charting
  - Demonstrate reflection upon your nursing actions and identify areas for improvement
2. Specific unit learning outcomes

Each unit will have specific learning outcomes for the clinical placement. Refer to the unit’s unit outline and learning guide, and to the **clinical portfolio**.

3. Individual student learning goals/objectives for each clinical placement

- Identify own personal learning goals/objectives for each placement
- Individual learning objectives must be integrated into patient care requirements
- Share learning goals with the facilitator or professional partner (Registered Nurse) at the beginning of each clinical placement
- Be aware that not all clinical learning objectives may be accomplished on the placement

**Student assessment during clinical placement**

**Clinical summary**

On each clinical placement, students are assessed according to each criterion on the Clinical summary (Appendix 2, p. 41). **This assessment will be completed by the facilitator, Registered Nurse/Preceptor or supervisor.** Clinical summaries allow for two weeks of a placement to be recorded. A four week block will require two summaries to be completed - the first summary will be an interim summary.

Students are also required to sign the Clinical summary. **Signing confirms that the student has sighted the Clinical summary form and it has been explained by the facilitator/RN. It does not mean the student agrees with the facilitator's comments. There is space on the form for students' comments.**

Students are also asked to complete the three questions on the reverse side of the form to reflect upon learning experiences. A Clinical summary guide example is given in Appendix.

**Unsatisfactory clinical summary assessment**

Students may receive an unsatisfactory or 'below expectations' on the Clinical summary during clinical placement for a number of reasons. These may include absences, unsafe practice, unprofessional behaviour, misconduct, communication problems, and the inability to demonstrate required clinical skills, or demonstrated lack of knowledge during the placement that makes the achievement of clinical goals difficult. Examples of situations where a student would gain an unsatisfactory result for their clinical performance include (but are not limited to):

- demonstrating inappropriate behaviours
- placing patients, clients, visitors, staff and/or other students at risk
- inability to administer care to patients/clients in a way that makes the patient feel safe and secure, or where the patient/client or staff in the facility loses trust in the ability of the student to make sound judgements and to offer care that will enhance the health and well-being of patients/clients
- inability to communicate adequately in English, either written or verbal
- inability to understand the facilitator or facility staff instructions
- not being able to apply theory to the care of a patient/client
- the act of intimidating, harassing or bullying either facility and/or university staff
- attending placement when unfit or unsafe to practice, e.g. attending placement after working a shift, or after suffering an injury

Breaches of School of Nursing and Midwifery department or facility policies could also result in non-academic misconduct. See UWS Non-academic misconduct policy: [http://policies.uws.edu.au/view.current.php?id=00104](http://policies.uws.edu.au/view.current.php?id=00104)

For students who have an overall 'Below expectations' or 'Unsatisfactory' grading recorded on their clinical summary, the School has identified processes in place to assist the student. (See Clinical summary flow chart p.26).
Students who are unable to perform nursing care at the educational level for which they are enrolled will incur an unsatisfactory or ‘below expectations’ on the Clinical summary. Students must practice skills weekly in the CPU. Students may be given the opportunity to redeem a clinical placement unsatisfactory result by attending additional clinical placement and/or subsequent assessment/s. If marked unsatisfactory on the additional requirements, a fail for the clinical component of the unit will be given.

**At risk**

Students may be given a warning that their performance is not at the expected level, and an ‘At risk’ form (Appendix 4, p.45) may be given to the student by the facilitator before their final assessment. Students are to consider this an opportunity to improve weak areas and work with the facilitator to identify strategies to improve performance. It does not mean the student has failed the placement.

**The Clinical summary flow chart**

The Clinical summary flow chart (p. 26) identifies the approach taken by the School in the grading of the Clinical summary. Once the summary is submitted to the Clinical Placement Team it is reviewed and the process outlined on the following page is actioned, dependent on the grade achieved. The Director and Deputy Director of Clinical Education will be consulted in the initial process.

**Clinical summary flow chart for results**

![Clinical summary flow chart diagram]

**Note:** The student will be given the opportunity to present his/her case and any extenuating circumstances during the interview. Any documents that the student feels supports the situation should be brought to the interview, for example medical certificate, letter from counsellor or other health care provider. A support person may accompany the student as an observer during the interview. Please notify the CPT in advance if a support person is attending. (CPT: Clinical Placement Team DAP: Director of Academic Program, DDEC: Deputy Director of Clinical Education)
# CLINICAL PROCESSES AND PROCEDURES

## 1. Communication processes for clinical matters

- All email communications related to clinical education issues and requirements will be sent to a student’s Western Sydney student email account via InPlace email notification.
- Students must check their student email **every 2 days during session** and once a week at other times throughout the year.
- Students should also check their student email the Friday before any placement in case of changes.
- Appointments made with the Director of Academic Program (Clinical) or other Clinical Placement Team staff will be sent to a student’s Western Sydney student email. Failure to attend any clinical related meetings could result in either a ‘Fail’ grade for the unit, withdrawal from subsequent clinical placements until the matter has been resolved or a decision will be made without your input.
- Contact the Clinical Placement Team via email nursingclinical@westernsydney.edu.au

## 2. First second & third rounds of placement

Due to the clinical placement availability, students will be allocated to a first, second or third round of placement.

- First round occurs during scheduled session (semester) time blocks. The one week intra session break may also be used.
- Second round occurs during the inter-session break period after session finishes.
- Third round may also be used when needed.

**Students can only be allocated if they are fully compliant in ClinConnect**

## 3. Deferring placements

Students are **able to request a deferment of allocated placement only if appropriate notice is received. A minimum of 16 business days before the start of the placement must be provided or penalties may apply.**

Placements are allocated during scheduled clinical weeks or during University vacation periods/breaks depending upon placement availability from facilities.

Personal travel arrangements will need to be postponed until individual campus placements are finalised. Failure to attend scheduled clinical placements may result in an AF for the unit’s clinical placement. (Please see special requirements policy) or a financial levy being applied (refer to levy section p. 26).

## 4. Full-time or permanent part-time employment

If you are in full-time or permanent part-time employment (not casual) you need to organise your placement with your work manager very early (at least 6 months before placement).

**Absentee/attendance policy**

- Students must attend their allocated clinical placements as it is a compulsory part of the course.
- Students must attend 40 hours per week each scheduled week of clinical placement during designated allocated periods (excluding daily 30 minute meal breaks).
Policy for clinical absence make-up

Special Consideration

1. Students must submit a Special Consideration eForm for ALL clinical absences due to illness or misadventure in accordance with the University Special Consideration policy and on time with appropriate documentation attached. Please remember that this application process has a time limit- please see policy and web site for more details http://www.uws.edu.au/currentstudents/current_students/services_and_facilities/special_consideration

2. Note: if your placement is during a break, eForms may block you from submitting the form and you may have to submit your application directly to the unit coordinator by email.

3. Failure to submit the form may result in an AF grade being awarded for clinical placement or a financial levy applied. The form can be found at www.uws.edu.au/forms

4. If your Special Consideration application is successful, any absence of two or more days in each unit will be made up with a minimum of one week’s (40hrs) placement unless otherwise specified by the Director of Academic Program (Clinical). Make-up can only be allocated in one week blocks due to the ClinConnect system and hospital staff requirements

Situations where Special Consideration does not apply

1. A single day absence in any one unit will be considered on an individual case basis by the Director of Academic Program (Clinical), who will liaise with the unit coordinator

2. If you do not fulfil the criteria for Special Consideration, and you have more than one day’s absence during the total hours of the unit’s placement blocks, then you may receive an AF for the unit’s clinical placement (please see special requirements policy) or a financial levy may be applied (refer to levy section p. 26)

Exceptions

Public holidays

1. Students do not attend if there is a public holiday during placement. This is considered an absence but it is ‘credited’ – this means makeup is waivered and no make-up for this day is required.

Other events

1. Students may request to attend the following specified events: Deferred examinations, reassessments, and new graduate interviews when scheduled during a clinical placement. Permission will be granted on a case by case basis, but generally:

   - Permission will be granted if it is the only absence or request in the unit’s placements.
   - Students are asked to minimise the time away from clinical (e.g. for a morning examination you are expected to attend the PM placement)
   - If there are other absences during the unit’s placement then make-up may be required for all absences.

About Special Consideration

Special consideration is for circumstances where serious misadventure, accident or extenuating circumstances that are out of the student’s control prevent a student from attending placement. Normal pressures of daily life, such as employment, financial issues, and anticipated child care are not usually considered as reasons to apply for special consideration.

Reasons that are not considered as contributing to Special Consideration (Western Sydney University Policy)

1. routine demands of employment
2. difficulties adjusting to university life, to the self-discipline needed to study effectively, and to the demands of academic work
3. stress or anxiety normally associated with examinations, required assessment tasks or any aspect of course work
4. routine financial support needs
5. lack of knowledge of requirements of academic work
6. difficulties with English language
7. difficulties with visa arrangements that could have been reasonably anticipated

Misadventure is any unexpected event that is not part of ‘normal risk’ and which is outside a
student’s control to prevent or overcome. Note that extreme cases arising from any of the above categories could be recognised as ‘Misadventure’. See UWS Special Consideration policy: http://policies.uws.edu.au/view.current.php?id=00205

Procedure for non-attendance on clinical placements

1. **First Day:** Notify the Clinical Placement Team on 02 4620 3609/3623 on the first day of absence. If unavailable, contact the Deputy Director of Clinical Education (DDCE) on 0427 927 882. The CPT will contact your facilitator. For subsequent days contact your facilitator or CPT.

2. If eligible, complete an online Special Consideration eForm with supporting evidence within 2 days of the absence following University policy guidelines. Applications are also available at www.westernsydney.edu.au/forms

⚠️ Failure to notify CPT or DDCE and submit a Special Consideration form (where applicable) within the specified time limits will result in an ‘absent fail’ grade being awarded for the clinical placement or a financial levy applied. Messages given by other students are not acceptable. The placement will be cancelled if processes are not followed.

Make-up clinical experience

- Students who have Special Consideration applications accepted are given make-up clinical placements after proving ‘Misadventure’ (see Absentee policy)
- Clinical make-up is organised in week blocks of time, unless otherwise approved by DAP (Clinical)
- Make-up clinical placements can be allocated at any time
- Students are expected to attend the make-up placement as scheduled
- Students will be assessed by the Clinical summary during make-up

Make-up ‘bank’

In the Bachelor of Nursing 4691, 4692, and 4693 courses, it may be possible that make-up days completed in addition to those needed for a unit’s absence/s can be accrued and used for later absences. **This decision is made on an individual case-by-case basis by the Director (Clinical).**

For example, a student may have to make up 3 days for PPE2 and is given and completes 5 days (one week) make-up. Later in the course the student may have two day’s absence for PPE 5. The student may be allowed to use the extra two days make-up completed earlier in the course for PPE5 make-up, so no extra make-up is needed.

Payment (Levy) for missed placement

UWS will charge a payment to students when the School is required to arrange for make-up/deferred placements in certain situations. It is expected that on entering the program students arrange personal commitments, such as child care, paid work, holidays, transport, to enable them to attend placement as it is a mandatory requirement of the course.

However, if for various reasons students don’t attend the clinical placement arranged by the School of Nursing and Midwifery, the School is required to arrange a make-up/deferred placement. While some students do have an approved Special Consideration excusing them from the clinical placement, some students may not attend their allocated clinical placement for other reasons. Not attending placement results in the loss of places as the current NSW Ministry of Health placement process (ClinConnect) does not allow substitution with another student. This is costly to the University and is not supported by health care facilities as they have to maximise capacity in line with Health Workforce Australia directives.
Examples of circumstances in which students may be charged the payment include:

- Failure of the student to comply with each of the verifications required by the NSW Ministry of Health
- Personal request to defer a placement more than once in the course
- Refusal to attend an allocated placement
- Failing to provide a minimum of 16 working days’ notice to the School that the student will not be attending the allocated placement
- Refusal of access by the placement facility as a result of an act or omission by the student where more than one day of the placement is missed. Examples include but are not limited to, failure to produce required documentation, failure to comply with University or facility policies, failure to produce appropriate identification, failure to produce satisfactory evidence of immunisation.

Students will not be charged a payment if:

- the School defers the student due to circumstances outside the Clinical Placement Team’s control, (e.g. cancellation of placements by hospitals/facilities)
- If wrongly allocated eg. Not enrolled in the unit of study.

Payment charge

In 2016 the cost will be $250 per week which is a portion of the facilitator's salary. This charge may vary without notice due to changes in the Academic Staff Workforce Agreements. Students will not be allocated a clinical placement for that unit until the payment has been received and processed. This may delay student’s clinical placements and course progression.

Support for students


6. Progress and clinical placement

Variations in study load/ study across years

- Students who have an ‘out of pattern’ enrolment (e.g. enrolled in units across years) must seek advice from their Campus Academic Course Advisor before enrolling in any units in regards to their ability to undertake clinical placement
- Students cannot be absent from clinical placement to attend classes and must not miss classes to attend clinical placement
- Any appointments with academic advisors must be made outside clinical placement hours

It’s a student’s responsibility to ensure they can meet all unit requirements before enrolling in a unit across years that may result in incompatible timetabling.

Note:
To maintain clinical currency, potential graduands are strongly advised that they must complete the PPE6 clinical in their final semester of study, immediately before course completion otherwise, to enable AHPRA registration, students may be required to enrol in an additional unit (Maintaining Clinical Currency) as directed by the Academic Course Advisor or Director of Academic Program (Undergraduate)

Discipline and professionalism

Nursing students are representatives of the University and the nursing profession. It is important that students conduct themselves in a professional manner whenever they are on clinical placement. Students should refer to current Western Sydney University policies at [http://policies.uws.edu.au/view.current.php?id=00072](http://policies.uws.edu.au/view.current.php?id=00072) and meet ANMC and AHPRA standards and codes of practice as well as Codes of Conduct (see Clinical vUWS site).
Misconduct

The University has in place a process to consider allegations of non-academic misconduct. Non-academic misconduct includes, but is not limited to, conduct where a student:

a) contravenes any provision of the Western Sydney University Act, By Law, Rules or Policies
b) behaves in a manner that prejudices the good name or academic standing of the University
c) harasses, vilifies, abuses, threatens, assaults or endangers staff, students or other members of the University's community directly or by other means of communication
d) fails to follow reasonable directions of an employee of the University
e) alters or falsifies any documentation that the University requires of the student (e.g. medical certificate or other supporting documentation)
f) divulges confidential or personal information relating to any University matter, staff member or student (e.g. employment records, in-camera committee discussions) in circumstances where there is no reasonable or lawful excuse for doing so
g) behaves inappropriately in an activity (e.g. in the virtual and physical environments such as e-learning sites, face to face classes, meetings), facility in, or under the control or supervision of, the university or a recognised University student association.


Facilitators/facility staff will notify the Director / Deputy Director of Clinical Education immediately when an alleged misconduct incident occurs while a student is on clinical placement. When this occurs, students may be:

• requested by the Director or Deputy Director to leave the clinical facility
• interviewed by the Director /Deputy Director Clinical Education and
• required to meet all processes as outlined in the current University Policies

Mandatory notifications

All students will be registered with the Australian Health Practitioner Regulation Agency (AHPRA) by the University. The University is obligated to notify AHPRA of any student who has a physical or mental impairment (or ‘disability, condition or disorder, including substance abuse or dependence’) that places the public at risk of substantial harm. Behaviours such as sexual misconduct and practicing ‘the profession in a way that constitutes a significant departure from accepted professional standards’ also have to be reported.

If make-up or deferred placements are required to be completed in Spring session, students will need to undertake their final clinical placement in January or February following the successful completion of outstanding clinical placements. This may cause delays for final results, AHPRA Registration and New Graduate Program start dates.

Requirements for registering as a nurse

Before applying for registration, students must have completed all clinical placement requirements as allocated by the Clinical Placement Team. Each student’s record will be cross-checked before the School will recommend a student for registration.

As a part of the process for registration students are advised that they will be required to answer questions relating to their physical and mental condition as well as all prior criminal offences in their application for Registration as a Nurse in Australia. Students are advised to go to the Nursing and Midwifery Board of Australia at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au) for further information.

Medical conditions, injuries, disabilities or other health issues affecting performance

• Students are accountable and responsible to ensure they are fit for clinical placement each time they are allocated (inherent requirements). It is a prerequisite of clinical placement that student nurses do not place themselves, or the patients for whom they care, at risk of injury or harm
• If students have any medical conditions or injuries, including chronic problems, which affect their ability to practice, they must contact the Director for advice and to determine if any reasonable adjustments can be made. Documentation from the attending medical practitioner must state the students’ fitness/non-fitness to undertake all clinical activities
• Students are advised to seek support and/or register with the University Disability Services if they have a physical or mental condition that may affect clinical performance or attendance
• An Academic Integration Plan (AIP) needs to consider clinical placement activities as well as on campus activities. An appointment with the Director of Academic Program (Clinical) is required before clinical placement to review AIPs and discuss reasonable adjustments. This needs to be undertaken at least six weeks before placement
• More information on inherent requirements is available www.westernsydney.edu.au/inherentrequirements

7. Other important information

Accommodation during placement

Only a very small number of facilities have accommodation available for students. Students are required to contact the facility and book their own accommodation (where offered) well in advance as rooms are limited. Students are responsible for all costs involved. Facilities offering accommodation are on the vUWS site.

Changing placements without notification

Students are NOT to change placement facilities. Facilitators are notified of students’ details for placement and only these students will be admitted to the facility as these have been approved by the hospital/facility. Failure to attend the facility without notifying the placement team of an absence will cancel the placement and places the student at risk of failing the clinical component of the unit and may subject the student to financial costs (see p. 31).

Child minding issues

All students with young or school-aged children are strongly advised to arrange to have two or even three backup people for child minding assistance during clinical weeks. Child minding issues come under ‘normal risk’ and are not usually accepted as a reason for Special Consideration (See Absentee/attendance policy - matters that an average student could be expected to meet in his or her environment). Students can’t negotiate altered start or finish times to their allocated shifts, and all shifts must be attended in full.

Student counselling

Confidential counselling is available to all students free of charge through the University Counselling Service. Please seek help before the problem interferes with your academic and clinical performance.

Campbelltown 02 4620 3191  Hawkesbury 02 4570 1984
Parramatta 02 9685 9266

Enrolment

All students must be enrolled to be allocated placement for insurance purposes. In some cases an ‘N or I’ (Incomplete) grade will be allocated to a unit until clinical placement requirements are met. If enrolment issues prevent students from accessing the vUWS site, students will need to contact their unit coordinator as a matter of urgency.

External commitments

The Clinical placement calendar indicating the clinical weeks is displayed on the Clinical learning website at the beginning of each year. All students are notified of their allocated ‘FINAL’ clinical placement details (shift and facility) via InPlace before each scheduled clinical week. Students are advised to regularly check their student email and InPlace for all placement information right up until clinical placement commences.

All placements are subject to change due to their availability or other circumstances and may be cancelled at short notice. Please check your student email the Friday before your placement to check for updates and ensure your contact numbers are up to date in MySR. It is your responsibility to ensure you are safe on clinical practice. You are strongly advised not to commit to work requirements immediately preceding the clinical placement shift. Students who demonstrate unsafe practice as a result of fatigue will be removed from the clinical setting. This action may result in a non-academic misconduct being lodged by the Director.
Feedback to the Clinical Placement Team

Students are given the opportunity and are encouraged to provide feedback to the School via the clinical evaluation survey on the clinical vUWS site. This valuable feedback assists the School to maintain quality clinical placements to enhance your clinical experience. Student feedback is instrumental for improving processes, policies and practices and therefore we welcome your comments.

Facilitation/mentors/preceptors

Students are encouraged to discuss and plan their learning experiences with their facilitator throughout their placement period.

Clinical facilitators

For the duration of the clinical placement the University provides students with a Facilitator: a Registered Nurse who supervises the placement, and at the conclusion of the placement will assess student performance using the Clinical Summary form. The facilitator usually has a group of 8 students.

Preceptors

A precepted place is one where the facility assigns one of its staff to facilitate students. This means that a facility staff member has the job of being the students’ clinical facilitator. Community placements are often precepted.

Ward RNs

Regardless of the type of facilitator, students will be under the direct supervision of a ward/facility Registered Nurse (RN). Students are encouraged to develop a close liaison with the RN who is directly responsible for patient/client care.

Gifts

Facilitators are paid for the time that they facilitate students on clinical placement, and it is their role to assist and support student learning. Students are advised that gifts for facilitators are not required. Gifts from patients should be received in line with the ANMC Boundaries of Professional Practice Guidelines. [www.nursingmidwiferyboard.gov.au/Codes-and-Guidelines.aspx](http://www.nursingmidwiferyboard.gov.au/Codes-and-Guidelines.aspx)

Hospital library protocols

Students are permitted into the hospital libraries during normal clinical placement sessions provided they can show UWS student ID and follow all individual facility library protocols and staff directives. Students must follow individual facility protocols to access the hospital library at other times. All students are expected to act in a courteous and professional manner when visiting library facilities.

Insurance cover

**Students are strongly advised to check that they are enrolled correctly in the course, as students must be enrolled in the course to be covered by UWS indemnity insurance for clinical practice.**

Whilst on allocated clinical placements and under the direction of university staff, all students are covered by the University’s professional indemnity, medical malpractice, and public liability insurance. A condition of insurance cover is that while on clinical placement students must only perform tasks at the direction of the clinical supervisor and to the level of your enrolment. Students should check their accident and personal injury policy to ensure that it meets their personal requirements during this program.

The current policy only covers students on accredited field experience programs which form part of the academic requirements of the course. It does not extend to those students who arrange additional work experience in addition to the course.

- If a student has outstanding tuition fees they will not be dis-enrolled but,
- Outstanding fees will result in them having an encumbrance on their results and prevent them from graduating.

4 Jan 2016
**The correct enrolment status is the responsibility of each individual student. If you receive an email about changes to your enrolment from the University (i.e. invalid, cancelled enrolment) please seek academic advice before undertaking clinical placement.**

**Lactating mothers**
Lactating mothers have the provision of one break per shift to breastfeed their baby or to express milk. Please negotiate requirements with the facilitator/ NUM/ RN as applicable.

**Leaving hospital/facility without notification**
All students must inform their facilitator or the appropriate facility personnel when they arrive and leave the clinical facility, e.g. leaving during a meal break.

**Mobile phones on clinical placement**
All students are advised that the use of mobile phones is usually prohibited in hospital environments. Mobile phones are to be turned off during clinical placement and not carried during patient care. Students are advised that the use of mobile phones for recording of any conversations or photos is **strictly prohibited**. This is an illegal breach of the ‘Listening Devices Act’ (1971) and is a potential invasion of privacy. A small electronic calculator is recommended for drug calculations.

**Personal details**
Students are **not** to give any patient/client their personal contact details including phone numbers and email addresses or Facebook details. This is against the professional boundaries of practice and it promotes safety for the student. Ensure your student record has current contact information.

**Personal items**
Students are responsible for their own personal effects and are advised to carry minimal personal items and cash whilst on clinical placements. The University takes no responsibility for loss or damage to personal items. Locked storage facilities are not always available for students in health care facilities. Large backpacks or bags are not to be used for personal items (hospital security reasons).

**Personal issues**
Student counsellors are available on each campus to assist students with all areas of concern. Students are advised to ring the Counselling Unit at their respective campus in the first instance to make an appointment. More information is available at [www.westernsydney.edu.au/counselling](http://www.westernsydney.edu.au/counselling).

**Procedure for reporting complaints**
Students who wish to report complaints are requested to submit an email giving full details of the complaint to the Clinical Placement Team. All complaints received are investigated by the Director of Academic Program (Clinical). The content of the complaint (student identifying information is removed) is sent to the facilitator/facility for a response and the resolution process is initiated. Individuals involved must submit their own version of the complaint (multiple signatures are not acceptable).


**Public holidays**
Students do not attend clinical placement on a public holiday. This is considered an absence but it is ‘credited’ – this means make-up is waived and no make-up for this day is required.

**Relocating students to other clinical placements**
The School may relocate students to other clinical placement sessions/times at any stage throughout the year. Students are advised that no guarantee can be given to placement allocations. Students should check InPlace on a regular basis in case of changes, and ensure
contact details are up to date in MySR.

**Rural Placements**

If you are a second year student and have completed at least one clinical placement satisfactorily then you can request a rural placement. Please email as early as possible nursingclinical@uws.edu.au with your request, and please indicate if you have a preference for a particular hospital or town in the email.

**Scholarships – Rural Placements**

Undergraduate Rural Placement Grants are provided to assist students with travel and accommodation costs directly associated with rural clinical placements. Applications close 4 October. For more information go to www.health.nsw.gov.au/nursing/scholarship/Pages/default.aspx

**Shifts**

Students can be placed either in an AM (morning) or PM (afternoon) shift for the placement. A number of facilities cannot accommodate all students on any one shift. Some groups will be split and allocated AM and PM shifts on the first day of placement and some shifts may change during the week to facilitate experiences. You cannot negotiate changes to your allocated shift once on placement.

Your facilitator will be available for the length of each shift, or you will be advised the hours your facilitator is available. At all times, the responsibility for overall patient care remains with the Registered Nurse on the ward/unit. Please note that shifts, wherever possible, will commence at the time facilities start their internal shifts. Information is provided in InPlace about facility requirements and starting times. You may have a different start time on the first day than other days for the placement - this is usually for orientation purposes.

**All shifts are 8 hours plus a 30 minute meal break.** One 10 minute short break (tea/coffee break) is allowed in your 8 hours.

**Visiting specialist clinical areas**

Students may only visit other speciality areas with permission of the nurse educator and their facilitator and following negotiation by the facilitator/RN with the staff in the specialist areas (e.g. operating theatre, mortuary, radiology dept, patient outing etc). The visit is to be related to student learning objectives and not as a ‘curiosity’ visit. When approval has been given, students must ensure that staff in the area where they are placed are aware of the time they will be away from the ward or unit, and that the speciality area is visited with their facilitator.

**Students with special needs**

Students with a disability or special health needs who may require a specific aid/s to function as a nursing student are advised to seek assistance/advice from the Disability Services on each campus and to inform the Director of Academic Program (Clinical) at least 6 weeks before placement.

Where students need special aids (for example, an amplified stethoscope for the hearing impaired) they are required to purchase that aid **before** commencing nursing clinical practice unit sessions (on campus) and clinical placement (off campus) activities. Students also need to check that they can fulfil the inherent requirements for the course (see p. 28)

> Students are advised to check their eligibility to register as a nurse with the Nursing and Midwifery Board of Australia at www.nursingmidwiferyboard.gov.au/

**Swaps**

Swaps for placement must be made on the designated form available on the Clinical Learning vUWS site by the date advised on announcement on vUWS. This is the only way to change placement. Completing a swap form **does not guarantee** the swap is approved. Students must wait for a confirmation email from the Clinical Placement Team approving the swap.
Transport

The School uses a variety of placements and locations as places in any one area are limited. Students are responsible for their own transport to all clinical placement venues. To ensure you arrive on time you are advised to visit the facility before the first day of clinical.

Students are also advised to investigate public transport options and times – students are required to select a public transport time that will enable you to reach the allocated facility 10 minutes before the designated shift start time. Students must take into account traffic and public transport delays which may impact arrival time. Students are expected to attend shifts in full - all absences will be noted on the Clinical summary.

Western Sydney University is a partner organisation for Western Sydney Car Pool, an online car pool matching service for people travelling within Western Sydney. This free service makes it easier for staff and students to arrange a car pool to and from UWS campuses. To find out more, and join the Western Sydney Car Pool network, visit www.wscarpool.org.au

Use of hospital equipment/items

Students are not to take hospital equipment, items or stationery for their own use - this is theft. Medications and gloves must not be taken from the facility to use for practice. Please ensure that appropriate writing equipment, such as pens, paper/notebook is taken to placement.

Visitors on clinical

Students are not permitted to receive visitors in the clinical placement venues (except in emergency situations). Students must ensure they have left placement details with a family member in the case of emergency.

8. References


9. Appendices

1. Clinical Incident / Accident Report
2. Clinical Summary
3. Clinical Summary Assessment Guide

Note

All forms are available on the Clinical Learning vUWS site

⚠️ All documents and information in this booklet are subject to change at any time. Students are advised to check SoNM clinical learning website via vUWS for updated information along with your InPlace profile.
APPENDIX 1: Clinical Incident/Accident Report

School of Nursing

CLINICAL INCIDENT/ACCIDENT REPORT

SECTION 1: STUDENT DETAIL (Please PRINT AND COMPLETE ALL AREAS in Section 1, 2 and 3)

<table>
<thead>
<tr>
<th>SURNAME:</th>
<th>FIRST NAME:</th>
<th>ID NO:</th>
<th>CAMPUS/D / C / H / P / L</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTOR:</td>
<td>FACULTY:</td>
<td>LOCATION:</td>
<td>(WARD)</td>
</tr>
<tr>
<td>DATE OF INCIDENT/ACCIDENT: Date:</td>
<td><strong>/</strong>/____</td>
<td>TIME:</td>
<td>WITNESSED: YES / NO</td>
</tr>
<tr>
<td>DAY AND DATE WHEN STUDENT NOTIFIED RISK: Day:</td>
<td>Date:</td>
<td><strong>/</strong>/____</td>
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<tr>
<td>CLINICAL EDUCATION UNIT NOTIFIED: YES / NO</td>
<td>TIME:</td>
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</tbody>
</table>

SECTION 2: DESCRIPTION OF INCIDENT/ACCIDENT (medication error, needlestick injury, fall, sprain, etc)

<table>
<thead>
<tr>
<th>WITNESSED BY:</th>
<th>DESIGNATION:</th>
<th>SIGNATURE:</th>
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<tbody>
<tr>
<td>REPORTED BY:</td>
<td>DESIGNATION:</td>
<td>SIGNATURE:</td>
</tr>
</tbody>
</table>

LIST ANY INJURIES SUSTAINED

<table>
<thead>
<tr>
<th>SEVERITY OF INJURY (potential, minimal, minor, major)</th>
<th>ASSESSMENT/TREATMENT (ED, doctor, not required)</th>
</tr>
</thead>
</table>

Examples: No apparent injury, abrasions, bruises, needlestick injury, sprain, burn, fracture, laceration, etc.

SECTION 3: PROCEDURE REQUIRED FROM FACULTOR

1. CLINICAL EDUCATION UNIT NOTIFIED: YES NO TIME: | DATE: __/__/____ |
2. ATTACH STATEMENTS FROM ANY WITNESSES: YES NO |
3. ATTACH OWN STATEMENT: YES NO |
4. ATTACH STUDENT'S STATEMENT: YES NO |
5. ATTACH COPY OF FACILITY INCIDENT FORM: YES NO |

STUDENT SIGNATURE: DATE: __/__/____ |
FACULTOR SIGNATURE: DATE: __/__/____ |

SENT TO STUDENT ASSOCIATION: YES NO | DATE: __/__/____ |
FOLLOW UP: ____________________________________________________________________________________________________________________________________________________________ |

ALL DOCUMENTATION MUST BE FORWARD TO THE CLINICAL EDUCATION UNIT WITHIN 7 DAYS

4 Jan 2016
# APPENDIX 2: Clinical Summary

**School of Nursing and Midwifery**

**CLINICAL SUMMARY**

**SECTION 1: ADMINISTRATIVE DETAILS**

<table>
<thead>
<tr>
<th>SURNAME</th>
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<th>FACILITY</th>
<th>WARD</th>
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<tr>
<th>FACULTOR (Print Name)</th>
<th>UNT NUMBER (eg 400018)</th>
<th>CAMPUS (crck)</th>
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<td>CAM / HAW / PAR / LTH</td>
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**SECTION 2: ATTENDANCE RECORD**

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<thead>
<tr>
<th>WEEK 1</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<th>WEEK 2</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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**SECTION 3: CRITERIA FOR ASSESSMENT OF CLINICAL PERFORMANCE**

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<thead>
<tr>
<th>PROFESSIONAL PRACTICE</th>
<th>LEVEL 1: Unsatisfactory</th>
<th>LEVEL 2: Expected</th>
<th>LEVEL 3: Above Expected</th>
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**CRITICAL THINKING AND ANALYSIS**

| 1.                    | ○                       | ○                 | ○                      |
| 2.                    | ○                       | ○                 | ○                      |

**PROVISION AND COORDINATION OF CARE**

| 1.                    | ○                       | ○                 | ○                      |
| 2.                    | ○                       | ○                 | ○                      |
| 3.                    | ○                       | ○                 | ○                      |
| 4.                    | ○                       | ○                 | ○                      |

**COLLABORATIVE AND THERAPEUTIC PRACTICE**

| 1.                    | ○                       | ○                 | ○                      |
| 2.                    | ○                       | ○                 | ○                      |
| 3.                    | ○                       | ○                 | ○                      |

**FACTORIAL - SUMMARY COMMENTS**

Student Signature: This report has been explained to me by the RIV/Facilitator

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Facilitator Signature</th>
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4 Jan 2016
## APPENDIX 3: Clinical Summary Assessment Guide

| ANMC Domain | Criteria for assessment of clinical performance | Level 2 (Expected Performance)  
Student demonstrates ability to meet the expected performance for each criterion in conjunction with student level of practice (see ANMC National Competencies for more details) |
|-------------|-----------------------------------------------|--------------------------------------------------------------------------------|
| Professional practice | 10. Adheres to School Clinical Placement Attendance Policy | - Adheres to University, SoNM Attendance Policy i.e. attends for required clinical hours, notifies appropriate person regarding absence or incident  
- Student is on time for placement  
- Meets at appropriate place and if absent:  
  o Informs University – Clinical Placement Team  
  o Informs allocated ward (if known)  
  o Informs Facilitator – page/phone number (if known)  
- Meets absence policy as per Clinical Guide |
- Meets clinical requirements as in the Clinical Guide and updated on vUWS Clinical site |
| | 12. Meets facility protocols | - Undertakes nursing practice according to specific facility guidelines e.g. Facilitator instructions; Medication supervision requirements; Peri-operative dress codes  
- Reviews Facility Policy and Procedure requirements  
- Criminal Checks available as per DoH policy (AF if unavailable)  
- Adheres to immunisation & serology as per DoH policy (AF if incomplete/unavailable) |
| | 13. Practices within own abilities (knowledge and skill level; boundary of practice) | - Practices nursing at the level of student enrolment  
- Seeks help when care is beyond limitations  
- Requests RN assistance in care requirements  
- Informs RN when care requirements exceed the student’s level of learning  
- Seeks clarification when questions/directions are not understood |
| | 14. *Practises within a professional and ethical framework | - Practice conforms to:  
  o ANMC Code of Professional Conduct for Nurses in Australia  
  o ANMC National Competency Standards for the Registered Nurse  
  o ANMC Code of Ethics for Nurses in Australia  
  o Boundaries of professional practice (as published on vUWS Clinical website)  
- Conducts assessments that are sensitive to the needs of individuals/groups  
- Conducts own health and wellbeing in relation to being fit for practice |
| | 15. *Adheres to legal requirements for nursing practice | - Student recognises and responds to unsafe or unprofessional practice  
- Practice meets legal requirements e.g. Confidentiality, privacy, legislation  
- Practice fulfils the duty of care (e.g. performs nursing interventions in accordance with recognised standards of practice) |
| | 16. Acknowledges the dignity, culture, values, beliefs and rights of individuals/groups | - Demonstrates respect for individual/groups e.g. legal rights  
- Consider individual/group preferences when providing care  
- Accepts individuals/groups regardless of race, age, gender, culture etc |
| 17. Seeks clarification when information is not understood | • Seeks advice and information from facilitator/RN to increase knowledge  
• Actively seeks out information from a variety of sources when situation (e.g. patient care, diagnostic test, terminology) is unfamiliar |
| 18. Reflects upon and integrates feedback | • Reflects upon information/feedback provided by facilitator/Mentor/Facility Registered Nurse.  
• Provides information related to the situation in a professional manner  
• Focuses on the issues identified and works to implement improvement strategies |
| 20. *Provides safe nursing practice consistent with client needs and plan of care | • Discusses patient care with RN/Facilitator  
• Nursing practice is consistent with client needs  
• Performs nursing practice in accordance with relevant nursing principles  
• Nursing practice is consistent with ANMC Competency Statements  
• Practices with supervision  
• Conducts a comprehensive and systematic nursing assessment  
• Identifies deviations from normal and informs the facilitator/RN  
• Advocates for the patient  
• Considers the patient’s health care issues and potential needs in nursing care |
| 21. Provides care for client according to documented treatment plan | • Takes responsibility for allocated patient/s to level of student enrolment  
• Bases practice on needs of, and care required for, the patient  
• Undertakes plan of care for allocated patient  
• Seeks assistance from RN/facilitator for additional care of patient |
| 22. Responds effectively to unexpected or changing situations | • Assesses situations appropriately  
• Modifies practice according to changing circumstances  
• Proactively supports patient and engages RN/Team support changing situations  
• Maintains self-control under stressful conditions |
| 23. Demonstrates effective time management | • Organises self-care and personal requirements so they do not impact on nursing care or professional expectations  
• Prioritises patient care requirements to ensure nursing care is accomplished in a timely and appropriate manner |
| 24. *Demonstrates clear documentation skills in plan of care | • Documents plan of care and observations accurately  
• Demonstrates appropriate selection and use of relevant documentation for patient care |
<table>
<thead>
<tr>
<th>ANMC Domain</th>
<th>Criteria for assessment of clinical performance</th>
<th>Level 2 (Expected Performance)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student demonstrates ability to meet the expected performance for each criterion in conjunction with student level of practice (see ANMC National Competencies for more details)</td>
<td></td>
</tr>
</tbody>
</table>

### Collaborative and therapeutic practice

| 25. | Collaborates with the health care team to provide comprehensive nursing care | - Recognises the role of each member of the health care team  
- Communicates in a clear manner the nursing assessments and patient treatment decisions  
- Collaborates with members of the health team regarding nursing care  
- Demonstrates a positive and collaborative relationship with the health team and facilitator |

| 26. | *Demonstrates the necessary communication skills to provide safe, effective and comprehensive care | - Demonstrates the skills to sensitively manage interpersonal communication  
- Demonstrates respect for others  
- Boundaries of professional practice are met  
- Appropriate non verbal communication is demonstrated  
- Adheres to UWS Social Justice Policies, for example, bullying/harassment policies, etc  
- Demonstrates appropriate behaviours in communication with the health care team, e.g. group counselling sessions, debrief sessions, team meetings, etc.  
- Proactive in establishing therapeutic and professional relationships |

| 27. | *Demonstrates effective oral communication skills | - Oral communication results in the student:  
  - Being understood  
  - Understanding instructions from the professional, patient or other personnel  
- Oral communication is easily understood by others, for example:  
  - The rate of speech enables understanding e.g.is not too fast  
  - Word choice is appropriate  
  - Pronunciation clearly identifies the correct word |

| 28. | *Demonstrates effective written communication skills | - Written information is legible, accurate and complete  
- Good expression, spelling and grammar are mostly correct  
- Ideas are structured and organised  
- Demonstrates appropriate use of accepted abbreviations  
- Utilises professional guidelines (factual, accuracy, completeness, currency, organisation)  
- Documents as soon as possible after the event |

**TO MEET CLINICAL REQUIREMENTS:**

You are required to meet at least Level 2 performance on every clinical placement for each criterion.

**Level 1 (Unacceptable Performance)**

There is limited application of the expected level 2 behaviours evident in your practice and therefore you are at risk of being allocated a Clinical Fail grade. You need to develop your practice further. You are further advised to review your boundary of practice document (available on the vUWS Clinical website) and consider these skills in line with the expected performance (level2) as stated below (see ANMC standards and codes for additional practice ideas).

A level 1 recording by your facilitator/RN for any of the following will invoke the Clinical unsatisfactory procedure concerning your performance (see Clinical Guide for procedure):

- Level 1 grading for any one of the following critical criterion: 5, 6, 11, 15, 17, 18, 19 and/or
- More than 4 x level 1 recordings overall.

4th Jan 2016
**Level 2 (Expected Performance)**
You have demonstrated an achievement of meeting the criterion to the level required based on your boundary of practice. The majority of these expected behaviours within each criterion have been demonstrated during this placement. To be recorded as Expected Performance on the clinical database, all the bold criteria (5, 6, 11, 15, 17, 18, 19) must be recorded at level 2 or above and no more than 3 criterions can be recorded in the level 1 category.

**Level 3 (Above Expected Performance)**
You have demonstrated during practice that you consistently are able to meet the criterion at the level of your boundary of practice. To be recorded as Above Expected on the clinical database, all the bold criteria (5, 6, 11, 15, 17, 18, 19) and a total of 15 criterions must be recorded in the above expected column. All of the level 2 behaviours must be recorded and there are no criterions in the level 1 range recorded.
APPENDIX 4: Clinical ‘At Risk’ Report

School of Nursing and Midwifery

CLINICAL ‘AT RISK’ REPORT

SECTION 1: STUDENT DETAIL (Please PRINT AND COMPLETE ALL AREAS in Section 1 and 2)

SURNAME: ____________________________ FIRST NAME: ____________________________ ID NO.: ____________
UNIT CODE: ____________________________ FACULTY: ____________________________ ID: ____________
CAMPUSS: C / H / P / L

FACILITY: ____________________________ LOCATION: (WARD)

DATE OF INCIDENT: Date ____/____/____

DAY AND DATE WHEN STUDENT NOTIFIED RISK: Date ____/____/____

CLINICAL PLACEMENT TEAM: YES / NO

SECTION 2: FACILITATOR INSTRUCTIONS:
Follow ALL directives as noted in the Western Sydney University School of Nursing Facilitator Guide

CRITERIA
FAILED

RATIONALE: Use Clear, Concise, and Objective Documentation

ATACH ADDITIONAL PAGES AND/OR SUPPORTING INFORMATION AND FORWARD TO THE CLINICAL EDUCATION UNIT WITHIN 7 DAYS

Facilitator Signature: ____________________________ Date ____/____/____

OFFICE USE ONLY:
COPY TO STUDENT YES NO

WHITE COPY to the clinical education unit at the University
YELLOW COPY to the student

STAMP DATE RECEIVED

4th Jan 2016